

DEPARTMENT OF THE ARMY
Headquarters, 1st Battalion, 43d Air Defense Artillery (AMD)
Unit 15692
APO, AP 96275

EAAD-AAZ

08 February 2007

MEMORANDUM FOR All 1-43d Air Defense Artillery Battalion Assigned Soldiers and Civilians

SUBJECT: Command Policy #9, Living Standards

1. References:

- a. Army Regulation 600-20, Army Command Policy
- b. Eighth United States Army (EUSA) Command Policy Letter #9, Living Standards for Soldiers Living in Barracks, 5 May 2004
- c. 35th ADA Brigade Policy Letter #6, Living Standards for Soldiers Living In the Barracks, 01 February 2007

2. Purpose: To provide guidance and direction for living standards in order to maintain good order and discipline.

3. Policy

- a. Barracks Rooms. Rooms may be arranged to allow Soldiers freedom of expression, eliminating uniformity standards but emphasizing cleanliness, safety, and proper accountability.
- b. Door Marking. Each room will be individually labeled to a battalion standard that will include markings to indicate specific information.

(1) Unit will be designated in the heading as follows:

35th ADA BDE
1-43 ADA BN
E BTRY

(2) At the bottom will be a label indicating whether the room belongs to a male or female Soldier:

MALE

FEMALE

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(3) When applicable the following symbols will be added to door markings:

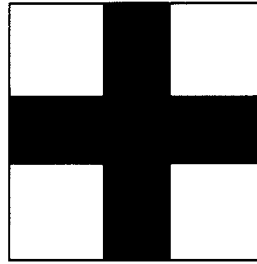


Under 21

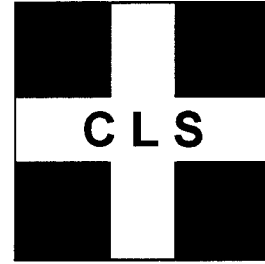


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Under 30 Days



Medic



Combat Life Saver

(4) Rooms in Barracks that have doors that open to the outside or are outside of the control of the Battalion may eliminate the markings for Male or Female and may display only the last name of the individual in order to prevent identification from outside unit personnel as to the gender of the occupant.

c. Appliances, Furnishings, and Personal Items. Commonly used appliances, (such as microwaves), telephones, civilian blankets, shower curtains, bedcovers, and other features normally found in government or private homes are permitted in accordance with installation and fire safety regulations. Appliances that are a high risk, including deep fat fryers, or any cooking appliance with an open flame, are strictly prohibited.

d. Wall hangings. Soldiers may use clear adhesive tape or adhesive putty to hang posters on wall. Duct tape, olive drab green (100 mph) tape and other similar products will not be used on any walls because they cause paint to peel when removed or leave residual glue. Wall hanging boards and tacks will be used when available and practical. Unit Repair and Utility NCOS may use troop self-help stores to implement proactive approach to safe, alternative methods of hanging pictures. The pictures and posters will be in good taste and will not be obscene, lewd, or individual advocating the overthrow of the U.S. or ROK Government. Where installation self-help stores can support it, rooms may be painted in conservative, pastel colors that are in good taste. These rooms must be repainted to the original color upon departure of the room's occupants.

e. Extremist symbols and inappropriate images. In order to ensure good order and discipline, Commanders are reminded of their authority and responsibilities IAW AR 600-20 to prohibit the display in billets of extremist symbols and activities. Pictures showing male or female genitals or naked pubic regions will not be displayed. Flags in good taste may be hung, e.g., American Colors, ROK Colors, U.S. State Flags or national colors from a Soldiers country of origin. If displayed, flags will be correctly hung IAW appropriate Army regulations and field manuals. Flags that may be racially inflammatory or paramilitary in nature will not be displayed.

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f. Inspections. All leaders, commissioned officers, warrant officers, and NCOs, are expected to be visible in the barracks to demonstrate concern and enforce standards. This policy does not limit in any way a Commander's authority to conduct unannounced inspections and inventories pursuant to Military Rule of Evidence 313. Enforcing standards and identifying faulty appliances, plumbing, safety, or living standards are among the most important responsibilities of commanders and NCO's. Daily room checks are not required but commanders are encouraged to implement a schedule of room inspections that keep them aware of living conditions. Commanders will use their discretion in balancing the maintenance of standards while treating Soldiers with respect and preserving their right to privacy. Soldiers do not have to be present during legal searches or health and welfare inspections.

g. Visitation. With limited restrictions, Soldiers residing in barracks may have visitors of either sex. A "visitor" is any person outside the battery/company of the room occupants, even if living in the same building. When more than one Soldier resides in the room, they must jointly agree to visitation prior to the visit. The rights of privacy take precedence over visitation and all Soldiers in the barracks must be afforded private time during each day when no visitors are present. The following restrictions apply:

(1) Hours of visitation:

- (a) Duty days before duty days: 1700-2400
- (b) Duty days before non-duty days: 1700-0200
- (c) Non-duty days before non-duty days: 1000-0200
- (d) Non-duty days before duty days: 1000-2400
- (e) Non-duty days are Saturdays, Sundays, holidays, and training holidays.

(2) When male and female Soldiers are in the same room:

(a) In barracks that open to indoor hallways, doors will remain fully open and unencumbered. The hanging of blinds, towels, or anything else that hinders vision into the room is strictly prohibited. The room will not be completely dark.

(b) In barracks that have rooms that open to the outside, similar to a motel, will post a sign indicating that both males and females are in the room.

(3) Any non-military visitor under the age of 18, and not a member of the Soldier's immediate family, (brother, sister, or spouse), must be accompanied by a parent or legal guardian.

(4) Soldiers are responsible for the actions of their visitors in the barracks and will personally escort them throughout the visit. Visitors will sign in/out at the charge of quarters (CQ) desk. Additionally, Soldiers are responsible for ensuring any guests to the barracks are properly signed on and off the installation being visited, as required. There will no overnight visitors unless approved in writing by the Battalion Commander.

(5) Dual military couples are allowed to live in the same room in a barracks designated for such cohabitation only if authorized in writing by the Battalion Commander; otherwise cohabitation is strictly prohibited.

h. Battery / Company Commander Responsibilities – At all times, the commander is responsible for the safety, security, and environment in which their Soldiers live.

(1) Commanders will publish a CQ SOP that delineates responsibilities of their CQ and CQ Runner (CQR). At a minimum the SOP should address local emergency numbers and emergency action procedures, alert and recall procedures, and any immediate actions required by the CQ until the commander or 1SG can arrive and take control of the situation.

(a) Every battery/company level unit will have a dedicated CQ and CQR located in the lower enlisted barracks for their unit.

(b) It is prohibited to share CQ responsibilities with other battery/company level units. Exceptions are only authorized by the Brigade Commander.

(2) Commanders will visit off-base housing once a quarter to ensure that housing is adequate and that the risk assessment, transportation, and force protection plans are current. Commanders should pay special attention to structural maintenance and interior repair that may be neglected by landlords and require command intervention.

i. First Sergeant Responsibilities

(1) The 1SG will designate a sergeant as the floor or wing NCOIC. In cases where an NCO is unavailable, due to shortages, a senior specialist may be designated. The floor NCOIC will make every attempt to resolve issues at the lowest level and to keep the commander informed of unresolved issues.

(2) 1SGs will make every attempt to provide NCOs with their own barracks room. If insufficient rooms are available then 1SGs will attempt to house NCOs of the same rank together. NCOs will not share rooms with junior enlisted, PV1-PFC.

j. Charge of Quarters Responsibilities. The CQ is the Commander's representative in the barracks and is the first leader available to respond to any situation in the barracks. The CQ provides initial response until the commander or the 1SG arrive. The CQ must remain vigilant to any possible situation and must be prepared to act. One of

the principle duties of the CQ, when not conducting checks, is to constantly review the CQ instruction, verify emergency phone numbers and prepare for various emergency scenarios.

(1) Charge of Quarters. An NCO, SGT or above, will perform duties as CQ. The Battalion Command Sergeant Major will certify that all NCO's are trained and certified before they can assume duties as CQ.

(2) CQ Runner. Soldiers in the grades of E1-E4 will perform duties as CQR. Unit 1SGs must certify that all Soldiers are trained and certified before they can assume duties as CQR.

(3) CQs and CQRs will not sleep, watch television or movies, listen to music, play video games, or otherwise engage in activities that distract for their mission. CQs will stay alert, make their required checks, and follow their instructions.

(4) Quiet Hours. CQs will ensure quiet hours are being adhered to. Stereos, radios, and televisions will be played at a volume so as not to disturb Soldiers in adjacent rooms. Quiet hours will be observed after 2200 hours until 0900 Sunday through Thursday and 2300 hours through 0900 hours Friday and Saturday.

j. NCO Responsibilities - NCOs are responsible for their Soldier's well-being in the barracks, and have an obligation to report to their chain of command when they become aware of misconduct, conditions that are unsafe, and items in need of repair.

k. Better Opportunities for Single Soldiers (BOSS). Soldiers will fully employ the BOSS council as a means to effectively communicate the needs of barracks residents to the commander and to address issues or problems that require action at the Commander / 1SG level.

I. Prohibitions.

(1) Alcohol consumption is prohibited in the hallway, laundry room, CQ and Staff Duty areas, fire escapes, tactical sites, parking lots, in and around the battalion and unit areas. Alcohol may be consumed in the dayroom or unit picnic areas.

(2) Smoking is prohibited in Government Facilities to include barracks, billets, rooms or Quarters.

(3) Pets, to include caged animals, are prohibited in the barracks.

(4) Solicitation, whether by civilian or military personnel, is prohibited unless specific written permission is granted by the Post, or Area Commander. Commander, 1-43 ADA is the authority for access to U.S. Army barracks at Suwon Airbase.

n. Off Base Housing. The authorization to live in off-base housing is withheld to the battalion commander.

(1) All requests to live in off-base housing must be submitted through the chain of command, and include the following:

(a) The Soldiers DEROS.

(b) The names and relationship of any and all personnel intending to live in the same residence as the Soldier.

(c) The exigent circumstances that warrant the Soldiers to live in off-base housing, and not in the barracks.

(d) Location of proposed residence and transportation available to obtain service and care.

(e) Force protection plan.

(f) Risk assessment.

(2) The Battalion Commander reserves the right to revoke off-base housing privileges from any Soldier in furtherance of maintaining the safety and accountability of the Soldier or to increase unit readiness.

4. This policy requires maximum effort by the chain of command and every Soldier. Leaders at all levels must know how their Soldiers live both on and off post, and are responsible for the Soldiers entrusted to them.

5. Commanders and 1SGs will brief newly assigned personnel on the provisions of this policy and post the barracks visitation policy on unit and barracks bulletin boards.

6. This is a punitive order. Persons subject to the UCMJ who fail to comply with the provisions of this order are subject to punishment under the UCMJ, as well as to adverse administrative and other adverse action authorized by applicable laws or regulations. Persons not subject to the UCMJ who fail to comply with the provisions of this order may be subject to adverse administrative actions, including, but not limited to revocation of privileges as authorized by applicable law and regulation.



JOHN R. CHAVEZ
LTC, AD
Commanding

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